Preparing for GroupWise-to-Outlook e-mail system change

How to preserve your GroupWise Frequent Contacts

Frequent Contacts must be moved to your GroupWise Personal Address Book to be transferred to the Outlook e-mail system. Please follow the instructions below to do so.

Note: These instructions are not relevant to GroupWise Web access only users.

1) Open GroupWise.

2) Click the "Address Book" button.

On the left navigation bar, you'll see a Frequent Contacts address book and a Personal Address Book (usually labeled with your first and last name) as shown below.
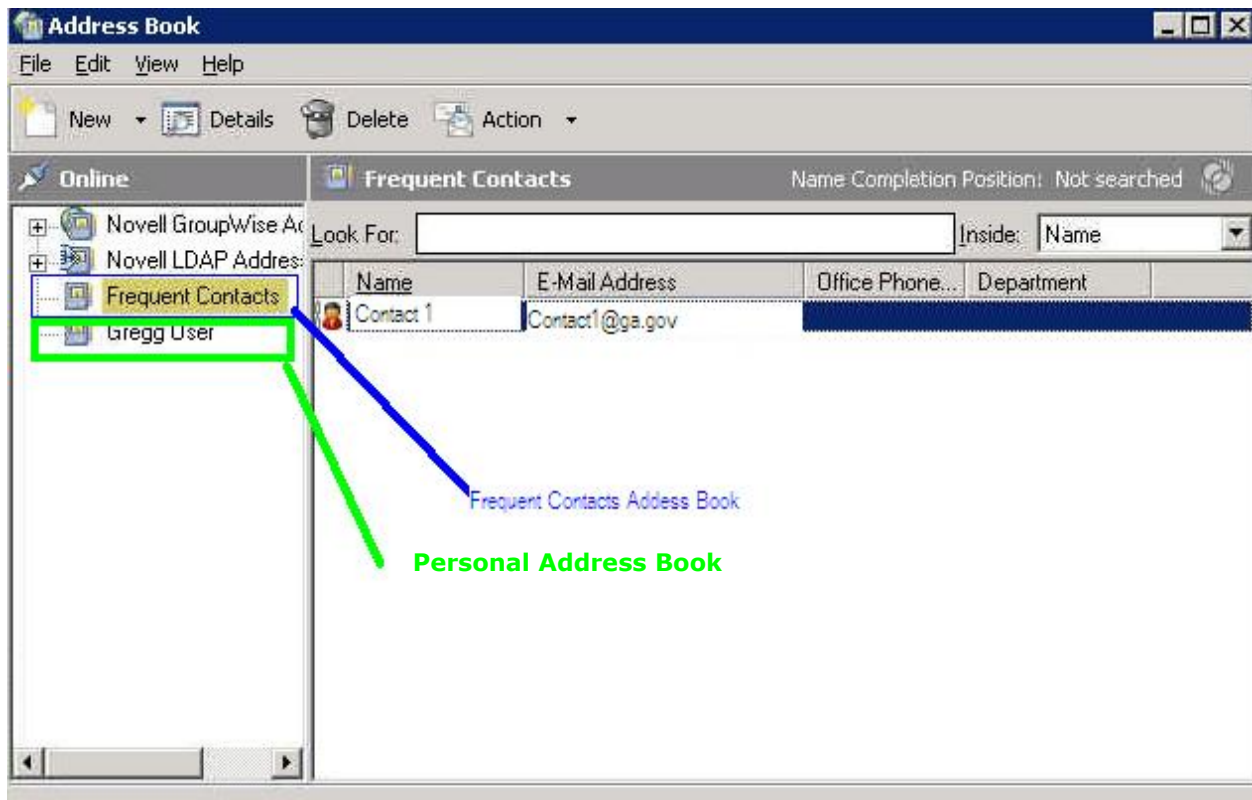
3) Highlight your Frequent Contact address book to show a listing of your Frequent Contacts on the right side of your screen.
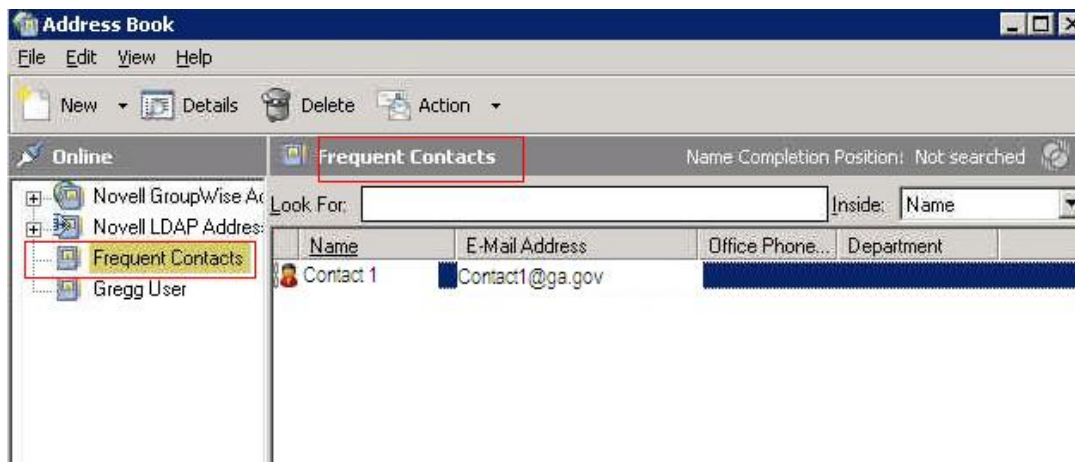
4) For any of your Frequent Contacts you wish to carry forward to your new Outlook e-mail account, place your cursor over the contact, click and hold the left mouse key and drag the contact to your Personal Address Book (usually labeled with your first and last name). While doing so, you'll see this icon:

5) When the contact is positioned over your Personal Address Book, release the mouse key.

6) Verify the contact is now in your Personal Address Book by selecting the Personal Address Book and reviewing the listing of contacts there.

7) Repeat for each contact you wish to transfer.